



REQUEST FOR BIDS

August 4, 2015

Urgent Repair Projects

612 Wise Ave.
507 Blair Ave.
519 Pendleton St.

Bid Due Date: Wednesday, August 19, 2015
and time: 4:00 pm (eastern time)

Bid Number: 2822-081915

Mailing Address: P O Box 230
High Point NC 27261

Delivery Address: 211 S. Hamilton St.
High Point, NC 27260

Pre-Bid Conference (Mandatory): On Site – City of High Point
612 Wise Ave., High Point 27260
Wednesday, August 12, 2015
9:00 AM
*Pre-bid will begin at location listed above
& then move to the other locations*

Purchasing Contact: Michelle Kiefer, Buyer
E-mail: michelle.kiefer@highpointnc.gov
Phone: 336-883-3221
Fax: 336-883-3248

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THE PROCUREMENT, PLEASE CONTACT PURCHASING AS SOON AS POSSIBLE

contract is not valid if this page is not filled in

<hr/>		
Vendor Name <i>(include d/b/a information if applicable)</i>		
Entity Formation <i>(check applicable):</i>		
<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Partnership
<input type="checkbox"/> Limited Company	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Sole Proprietorship
Street Address		P.O. Box
<hr/>		<hr/>
City, State & Zip	Email Address	Telephone Number
<hr/>	<hr/>	<hr/>
Federal Tax ID #/Social Security #	General Contractor License # <i>(if applicable)</i>	
<hr/>	<hr/>	
Print Name & Title of Person Signing on Behalf of Vendor	Vendor's Authorized Signature	
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- Offer valid for **45** days from date of bid opening. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this Invitation to Bid.

- Pursuant to General Statutes of North Carolina, Section 143-129, as amended, bids and proposals are subject to the conditions and specifications herein, are invited for materials and equipment as described herein.
- Prices or any other entry made hereon by the bidders shall be considered firm and not subject to change or withdrawal.
- Bidders certify under penalty of perjury that this bid has not been arrived at collusively and that no Federal or North Carolina antitrust laws have been violated.
- State and County sales **taxes shall not be included** in the bid prices. Sales tax shall be added to vendors invoice and will be paid to vendor at time of invoice payment.
- Bidders shall sign this form and return it with additional bid documents on or before the above date and time, to the City of High Point Purchasing Division, P O Box 230 (27261), 211 S. Hamilton St., High Point, NC 27260
- Failure to execute/sign this bid properly prior to submittal shall render the bid invalid and it **WILL BE REJECTED**. Late bids will **NOT** be accepted.
- **By checking this box, the above signed vendor acknowledges that terms and conditions associated with this bid have been read and accepted.** ☐

INSTRUCTION TO BIDDERS

1. Receipt and Opening of Bids:

- A. The City of High Point invites Bids on the form attached hereto, all blanks of which must be appropriately filled in.
- B. The City of High Point will receive Bids in the Purchasing Division located in room number 215 of the Municipal Office Building, 211 South Hamilton Street until 4:00 p.m., Wednesday, August 19, 2015. Bids can be hand delivered, faxed 336-883-3248 or emailed to purchasing@highpointnc.gov

2. Bidding Requirements and Conditions:

- A. All hand carried Bids are to be delivered to the Purchasing Division Office of the City of High Point located in room number 215 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina prior to the date and time scheduled for the Bid.
- B. Bidders who mail their Proposal shall address them as follows.

Michelle Kiefer, Buyer
Purchasing Division
City of High Point
P.O. Box 230
211 South Hamilton Street
High Point, North Carolina 27261

A mailed Bid will be considered only if received prior to the date and time scheduled for the Bid opening as so advertised.

- C. All pages bound within the Contract and Specifications are necessary parts thereof and shall not be detached, taken apart or altered. Return this document in its entirety with the bid.
- D. The City of High Point may consider nonresponsive any bid not prepared and submitted in accordance with the provisions herein.

3. Preparation of Bids:

All Bids shall be prepared and submitted as follows:

- A. The itemized proposal form located within the Contract and Specifications document shall be used and shall not be detached, taken apart or altered.
- B. All entries including signatures shall be written in black ink.
- C. The Bidder shall submit a unit or lump sum price for each item listed in the proposal form.
- D. The unit or lump sum prices Bid for the various contract items shall be written in figures.
- E. Changes in any entry shall be made by marking through the entry in black ink with one (1) line and making the correct entry adjacent thereto in black ink. A representative of the Bidder shall initial the changes in black ink.

F. The following forms shall be filled out and executed when the Bid is submitted.

1. Proposal Form.
2. Addendums.

4. **Bid Security:**

Bid Bond, Performance and Payment Bonds will NOT be required for this contract.

5. **Power Of Attorney:**

This section left blank intentionally.

6. **Withdrawal of Bids:**

No Bid may be withdrawn for a period of sixty (60) days from the actual date of the Bid opening.

7. **Rejection of Bids:**

The City reserves the right to reject any and all Bids, as may in the judgment of the City, serve its best interest, and the City further reserves the right to waive irregularities and informalities in any Bid submitted.

8. **Sales Tax:**

State and County sales taxes shall not be included in the Bid prices on any materials to be used in this contract. The Contractor will be reimbursed for sales taxes in addition to the prices bid upon submission of a certified statement showing the materials purchased, invoice number, name of vendor, dates of purchases, copy of invoices, and amount of tax paid. The certified statement must be signed by a corporate officer and notarized. Forms for applying for sales tax reimbursement will be provided to the Contractor by the City of High Point.

Sales tax will be reimbursed only on items that are annexed to, affixed to, or in some manner have become a part of the building or structure being erected, altered or repaired.

9. **Alternate Format:**

This printed material will be provided in an alternative format upon request. The meeting facilities of the City of High Point are accessible to people with disabilities. If you need special accommodations, call (336) 883-3298, TDD (336) 883-8517, or the North Carolina Relay System TDD 1 (800) 735-2962.

10. **Bid Results:**

Bid tabulation will be available after bid award. They will be posted on the City's web site at www.highpointnc.gov/purchasing.

GENERAL PROVISIONS

100 SCOPE:

Work under this contract consists of furnishing personnel, equipment, and materials to complete this project as specified.

Bids must be submitted on the attached forms. Each line item must be bid separately.

Bids under this specification must meet the Community Development Performance Manual and the NC State Building Code.

No substitutions will be accepted.

Upon submittal of the bid the Contractor asserts they have visited the work site, are aware of the work site conditions and have submitted their bid accordingly.

The Contractor assumes the responsibility for repair or replacement of all damage or destruction to the owner's property or possessions to the owner's satisfaction.

The repair or replacement of unauthorized demolition of property adjacent to the immediate work area shall be at the expense of the Contractor. If there are site conditions which affect a bid, make note of this on the second page of the specifications.

Contractors are responsible for providing all new materials, new equipment and trained labor.

Contractors are responsible for obtaining all permits and arranging for all NC State Building Code and Community Development inspections.

The quality of workmanship shall be judged to construction industry standards by the Project Manager.

The City of High Point reserves the right to remove and specification line item from this contract. The Community Development and Housing Department reserves the right to qualify any and all bids prior to commencement of construction activities.

101 DRUG FREE WORKPLACE:

The Contractor is to provide and maintain a drug free workplace, including certification, in accordance with the Federal Drug Free Workplace Act of 1988 (40 CFR Part 32).

102 INTERPRETATION OF PLANS AND SPECIFICATIONS:

If any person contemplates submitting a bid for the proposed project and is in doubt as to the true meaning of any part of the Drawings, Specifications, or other proposed contract documents, he may submit to the Director of Community Development & Housing a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made only by Addendum duly issued and a copy of such Addendum will be mailed or delivered to each person receiving a set of such documents. The Director of Community Development & Housing will not be responsible for any other explanations or interpretations of the proposed documents.

103 INDEMNIFICATION OF THE CITY:

The Contractor shall indemnify and save harmless the City from all suits, actions, and damages or costs of every name and description to which the City may be subjected or put to by reason of injury to persons or property resulting from negligence or carelessness on the part of the Contractor, his employees or agents, in the delivery of materials and supplies, equipment and apparatus, and installation thereof, or by or on account of any act or omission of the Contractor, his employees or agents; and the whole, or so much of the monies due or to become due the Contractor under the Contract as may be considered necessary by the Engineer, shall be retained by the City until such suits or claims for damages shall have been settled or otherwise disposed of, and satisfactory evidence to that effect furnished to the Engineer. Other protections to the City by the Contractor shall be as set forth under the "Advertisement for Proposals", "Instruction to Bidders", and "Project Special Provisions".

104 HOLIDAY SCHEDULE:

- A. The City will observe the following days as holidays, and will not provide any construction inspection or staff function on these days:

New Year's Day	Martin Luther King, Jr. Day	Good Friday
Memorial Day	Independence Day	Labor Day
Thanksgiving (two days)	Christmas (two days)	

- B. The Contractor may perform incidental items of construction which require no inspection. However, no major operations which, in the opinion of the Engineer, require daily inspections may be performed on these days.

105 NIGHT AND WEEKEND WORK:

- A. No night or weekend work requiring presence of the Project Manager will be permitted except in case of emergency or unless stated in the project special provisions.

The Contractor desiring to perform work that requires inspection on weekend work must notify the Project Manager no later than 11:00am on the Thursday preceding the weekend in question.

- B. Operation of mechanical equipment or other work of noisy nature will not be permitted between the hours of 9:00 p.m. and 7:00 a.m. except in the case of an emergency or unless stated in the project special provisions.
- C. The Contractor must obtain written consent from the Project Manager prior to operating mechanical equipment between the hours specified above, or performing work at night or on a weekend that requires the presence of the Project Manager.

106 POST-BID CONFERENCE:

Immediately after receipt of notice of award, the City and the Contractor shall establish a mutually agreeable date on which the post-bid conference will be held. The Contractor's project superintendent and other individuals representing the Contractor who are knowledgeable of the Contractor's plans for completing the work and proposed progress schedule shall attend this conference.

107 CONTRACTOR'S LIABILITY INSURANCE:

- A. The Contractor shall purchase and maintain during the life of this contract comprehensive general liability and other insurance as is appropriate for the work being performed. Such insurance will provide protection from claims as set forth below which may arise out of or result from performance of the work Contractor's other obligations under the Contract Documents. These obligations may arise from performance by the Contractor, any subcontractor, anyone directly or indirectly employed by either to perform or furnish any of the work, or by anyone for whose acts either may be liable.
- 1) Claims under worker's compensation, disability benefits, and other similar employee benefit acts.
 - 2) Claims for damages because of bodily injury, occupational sickness or disease, or death of Contractor's employees.
 - 3) Claims for damages because of bodily injury, sickness or disease, or death of Contractor's employees.
 - 4) Claims for damages insured by reasonably available personal injury liability coverage.
 - 5) Claims for damages, other than to the work itself, because of injury to or destruction of tangible property wherever located, including loss of use resulting there from.

- 6) Claims arising out of operation of Law or Regulations for damages because of bodily injury or death of any persons, or for damage to property.
 - 7) Claims for damages because of bodily injury or death, of any person or damage arising out of the ownership, maintenance, or use of any motor vehicle.
- B. The insurance required shall include the specific coverage and be written for not less than the limits of liability for each coverage provided in Paragraph D, or as required by law, whichever is greater. The commercial general liability shall include completed operations insurance and X, C, U coverage. The Contractor shall maintain such completed operations insurance for at least two (2) years after final payment and furnish the City of High Point with evidence of continuation of such insurance at final payment and one (1) year thereafter.
- C. The commercial general liability insurance required by shall include contractual liability insurance applicable to Contractor's obligations.
- D. The insurance required by shall be written for not less than the following limits, or greater if required by law.
- E. Worker's Compensation and Employer's Liability
- 1) Worker's Compensation: Statutory
 - 2) Employer's Liability: \$500,000 each accident
 - a) \$500,000 total disease
 - b) \$100,000 per employee disease
- F. Commercial General Liability:
- | | |
|------------------------------------|-------------------------|
| 1) General Aggregate: | \$2,000,000 |
| 2) Each Occurrence: | \$1,000,000 |
| 3) Products, Completed Operations: | \$2,000,000 (aggregate) |
| 4) Personal/Advertising Injury: | \$1,000,000 |
| 5) Fire Damage: | \$ 50,000 |
| 6) Medical Expense | \$ 10,000 |
- G. Commercial Auto Liability:
- 1) Combined Single Limit: \$1,000,000
- H. General Liability aggregate shall not be less than \$2,000,000 and it shall apply in total to this contract only. All policies of insurance (or the certificates or other evidence thereof) are to be purchased by the Contractor, with copies supplied to the City of High Point Purchasing Division when requested. All such insurance shall remain in effect until final payment and at all times thereafter when Contractor may be correcting, removing, or replacing defective Work.
- I. All the policies of insurance (or the certificates or other evidence thereof) required to be purchased and maintained by the Contractor shall include the City of High Point, which shall be listed as additional insured on those policies (or the certificates or other evidence thereof). Those certificates must be evidences to the City of High Point on a form or forms acceptable to the City of High Point.
- J. All the policies of insurance (or the certificates or other evidence thereof) required to be purchased and maintained by the Contractor shall contain provisions to the effect that in the event of payment of any loss or damage the insurer shall not have rights of recovery against any of the parties named as insured's or as additional insured's, and if the insurers require separate waiver forms to be signed by any subcontractor or other parties, Contractor shall obtain the same.

108 SAFETY AND HEALTH REGULATIONS:

- A. The City of High Point, its officers, and employees do not propose to administer, implement, or be responsible for the Contractor's safety and health program. The

- B. City will not provide any legal, insurance, safety advice, and/or counsel to the Contractor, subcontractor or their employees, unless agreed upon in a written contract.
- C. The City shall have access to any worksite, permits or safety related documentation upon request. All fatal or serious incidents resulting in the hospitalization of any persons must be reported to the City immediately and in writing within eight hours.
- D. Other occurrences with serious accident potential, such as equipment failures, slides, and cave-ins must be reported to the City immediately. Investigations, inspections, citations, or work stoppage must be reported immediately.
- E. The City reserves the right to suspend work and/or terminate the contract if safety procedures are not followed, or if there is a refusal to comply. A Contractor selected by the City will complete the unfinished work, and the cost of completion of work and any claims arising from the completed work will be the responsibility of the initial Contractor.

Contractors will be responsible for compliance with all applicable safety and health regulations, standards, and codes including but not limited to:

- 1) OSHA requirements in the General Industry (1910) and Construction (1926) Standards, NC OSHA Guidelines and Regulations, (MUTCD, NFPS'S Life Safety Code 101, and North Carolina Building Code and other state and local regulations as they apply.)
- 2) Erecting and maintaining all necessary safeguards to protect persons and property, including but not limited to properly securing materials and providing traffic control. If work is to impede traffic, the Contractor will comply with work zone traffic safety guidelines as noted in the MUTCD and supplements.
- 3) Notifying the owners of adjacent property and underground facilities and utility owners when construction may affect them and cooperate in the protection, removal and replacement of their property.
- 4) Obtaining all necessary permits prior to construction, including a permit to close a public street when the flow of traffic on the public street may be impeded.
- 5) Training of employees and subcontractor's employees as required by the OSHA standards and providing the personal protective equipment needed to perform their tasks safely.
- 6) Writing a safety program covering the work performed and providing a copy of the program to employees.
- 7) Providing the name and phone numbers of an on-site Contractor employee who is responsible for safety.
- 8) Exceeding the minimum safety regulations to protect citizens, City employees, Contractor and subcontractor employees, and/or property from harm related to the construction process as necessary or required by the City.
- 9) Warning those who may be injured by the Contractor or the subcontractors' actions and taking necessary precautions to protect those individuals from injury.
- 10) Providing a "competent person" on the job at all times when work is being performed.
- 11) Disposing of all waste generated by the Contractor including but not limited to paints, coolants, oils, and construction debris shall be in accordance with Local, State, and federal regulations at the Contractors' expense.

109 THIS SECTION LEFT BLANK INTENTIONALLY

110 BARRICADES, DANGER, WARNING, AND DETOUR SIGNS:

The Contractor shall provide, erect, and maintain all necessary barricades, suitable and sufficient red light, danger signals and signs, provide a sufficient number of watchmen and take all necessary precautions for the protection of the work and safety of the public.

Roadways closed to traffic shall be protected by effective barricades, on which shall be placed acceptable warning signs. Current requirements of the City of High Point's Department of Transportation as to signing and traffic control shall be adhered to in the absence of requirements in the "Special Provisions".

111 WARRANTY AND GUARANTEE:

The Contractor as described below should warranty and guarantee all work performed under this contract for a period of two (2) years from the date of acceptance.

The Contractor agrees that this obligation shall survive termination of the contract. The Contractor agrees that neither the final certificate, final payment, occupation nor use of the work by the Owner shall relieve the Contractor from negligence, faulty material or equipment or workmanship from failure to comply with the contract documents.

If in fulfilling the requirements of the contract or of any guarantee embraced therein or required hereby, the Contractor disturbs any work guaranteed under another contract, he shall restore such disturbed work to a condition satisfactory to the Engineer, and shall guarantee such restored work to the same extent as it was guaranteed under such other contract.

If the Contractor, after notice, fails to proceed promptly to comply with the terms of the guarantee, the Owner may have the defects corrected and the Contractor and his surety shall be liable for all expenses incurred.

The Contractor warrants and guarantees to the Owner and the Project Manager that all materials and equipment will be new unless otherwise specified and that all work will be of good quality, free from faults or defects and in accordance with the requirements of the contract documents and of any inspections or tests. All unsatisfactory work, all faulty or defective work and all work not conforming to the requirements of the contract documents or of such inspections, tests or approvals shall be considered defective. Prompt notice of all defects shall be given to the Contractor. All defective work, whether or not in place, may be rejected, corrected or accepted.

Except as otherwise specified, all work shall be guaranteed by the Contractor and his sureties against defects resulting from the use of faulty or inferior materials, equipment, or workmanship for one (1) year from the date of final completion of the work as signified by acknowledgment of receipt of final payment by the Contractor, or from date of notice of substantial completion or use of the facility by the Owner, whichever is earlier, or from the date of final completion as established by the Owner, the Project Manager and the Contractor in a joint meeting as applicable.

If, within any guarantee period, repairs or changes are required in connection with guaranteed work, which in the opinion of the Engineer, are rendered necessary as the result of the use of materials, equipment, or workmanship which are inferior, defective, or not in accordance with the terms of the contract, the Contractor shall, promptly upon receipt of notice from the Owner, and without expense to the Owner, place in satisfactory condition, in every particular, all of such guaranteed work; correct all defects therein; make good all damage to the building or site, or equipment or contents thereof, which, in the opinion of the Engineer, is the result of the use of materials, equipment or workmanship which are inferior, defective, or not in accordance with the terms of the contract; and make good any work or material, or the equipment and contents of said building or site, disturbed in fulfilling any such guarantee.

112 PERMITS AND LICENSES:

The successful Bidder shall obtain all permits and licenses including a City of High Point Business License, except as otherwise specified. The Contractor will not be charged for permits. Give all notices necessary and incidental to the lawful prosecution of the contract.

113 PROTECTION OF EXISTING UTILITIES:

- A. ***The Contractor shall be solely responsible for locating all existing underground installations,*** including service connections, in advance of excavating or trenching, by contacting the Owners thereof and prospecting. The Contractor shall use his own information and shall not rely solely upon information shown on the drawings concerning existing underground installations.

- B. Existing underground installations such as water mains, gas mains, sewers, telephone lines, power lines, and buried structures in the vicinity of the work to be done hereunder are indicated on the drawings only to the extent such information has been made available to or discovered by the Project Manager in preparing the drawings. There is no guarantee as to the accuracy or completeness of such information, and all responsibility for the accuracy and completeness thereof is expressly disclaimed.
- C. The Contractor shall comply with Chapter 87 of the North Carolina General Statutes, the Underground Damage Prevention Act.
- D. The Contractor will contact and coordinate with the utility companies for the protection, relocation, or adjustment of existing utilities in the vicinity of the work and is to have utility company representatives present when necessary to support utility poles or buried utility lines while working adjacent to such utilities. This will be considered incidental to the contract and no bid item is to be provided for any costs associated with it.
- E. Any delay or extra cost to the Contractor caused by pipelines or other underground structures or obstructions not shown on the plans, or found in locations different than those indicated, shall not constitute a claim for extra work, additional payments or damages. Furthermore, in the event that the Contractor should damage any underground pipelines, conduits, structures or other utilities, the Contractor shall be responsible for the cost and expense to repair or replace the same, as directed by utility owner and engineer, and shall indemnify Owner for any liability thereof.
- F. Pipelines and other existing underground installations and structures, which will intersect the new pipelines or structures, will be relocated by the Contractor in accordance with the plans and Specifications.
- G. No separate payment will be made for this unless shown as a bid item. In the event the Contractor is authorized to relocate the mains or services, and the work is determined by the Project Manager to be a change in the original work, payment will be made under applicable portions of the General Conditions covering such changes.
- H. The Contractor is hereby cautioned that all water valves shall be operative and available at all times. Water valves shall only be operated by City of High Point personnel. The City requires a minimum of 48 hours' notice on any involvement that will require City personnel to be on the job. The Contractor shall notify water service customers of any water main or water service shutdowns, and shall have all necessary materials, tools, equipment, and labor on the site prior to removing the existing lines from service.
- I. Unless specifically addressed, the following utilities companies have installations that may or may not be in conflict with the construction of this project:
 - 1) City of High Point
 - 2) North State Communications
 - 3) Duke Power
 - 4) Piedmont Natural Gas
 - 5) Time Warner Telecom

114 STAGING AREA:

- A. The Contractor is responsible to select an appropriate site as a staging area for materials and equipment. This site becomes the responsibility of the Contractor to:
 - 1) Obtain required permits from the appropriate agencies.
 - 2) Provide documentation that he will be financially responsible for this site.
 - 3) Pay all required permit fees and cost associated with maintaining compliance.
 - 4) Furnish documentation of this approval prior to using the site for City related projects.
 - 5) Maintain all required measures until the site is stabilized.
 - 6) The City will not be involved in any negotiations between the Contractor and private individuals over staging areas.
 - 7) The Contractor will restore the area to the owner's satisfaction once the project is complete.

- 8) The Contractor may be allowed to use City owned portions of property for staging areas with the approval of the Project Manager and they abide by all previous conditions.

115 BARRICADES, DANGER, WARNING, DETOUR SIGNS AND MAINTENANCE OF TRAFFIC:

- A. The Contractor shall provide, erect, and maintain all necessary barricades, suitable and sufficient red light, danger signals and signs, provide a sufficient number of watchmen and take all necessary precautions for the protection of the work and safety of the public and employees.
- B. See "Project Special Provisions" for Protective Measures required for this project.

116 PROTECTION AND RESTORATION OF PROPERTY:

- A. The Contractor shall be responsible for the protection from his activities of all public and private property on and adjacent to the work and shall use every reasonable precaution necessary to prevent damage to pipes, conduits, and other underground structures, trees, poles, wires, cables, and other overhead structures.
- B. The Contractor shall not remove land monuments or property markers until directed by Engineer. The Contractor shall protect all land monuments and property markers from disturbance or damage until the Project Manager has referenced their location.
- C. The contractor shall be responsible for the removal, preservation, and resetting of all mail boxes disturbed by the construction operations. The mail boxes and their supports, when reset, shall be left in as good a condition as they were before removal. The contractor will not be required to furnish new material except as required to repair damage resulting from construction operations.
- D. The Contractor will be held responsible for all damage or injury resulting from any act, omission, negligence, or misconduct in the prosecution of the work. The Contractor shall either restore at his own expense such property to a condition similar or equal to that existing before such damage or injury was done, or shall make good such damage or injury in a manner acceptable to the owner of the damaged property and to the City. In case of failure on the part of the Contractor to restore such property or make good such damage or injury the City may repair, rebuild, or otherwise restore such property in such manner as the Project Manager considers necessary at the Contractor's expense.

117 PROTECTION OF PUBLIC LANDS:

- A. In the execution of any work within or adjacent to any State or National forest, park, or other public lands, the Contractor shall comply with all regulations of all authorities having jurisdiction over such forest, park or lands, governing the protection of public lands and the carrying out of work within public lands, and shall observe all sanitary laws and regulations with respect to the performance of work in public lands. He shall keep the areas in an orderly condition, dispose of all refuse, and obtain permits for the construction and maintenance of all construction camps, stores, warehouses, residences, latrines, cesspools, septic tanks, and other structures in accordance with the requirements of appropriate authorities.
- B. The Contractor shall take all reasonable precaution to prevent and suppress forest fires and shall require his employees and subcontractors, both independently and at the request of forest officials, to do all reasonable within their power to prevent and suppress and to assist in preventing and suppressing forest fires and to make every possible effort to notify a forest official at the earliest possible moment of the location and extent of any fire seen by them.
- C. The contractor shall obtain any construction permits which may be required for his operations, which are not a part of the project, in accordance with the requirements of the regulations of appropriate authorities.

118 FINAL INSPECTIONS:

- A. Prior to final inspection, the Contractor will insure that all structures are clear and free of debris, and all valve boxes shall be clean, such that valve wrench can make solid contact with the operating nut prior to final inspection. All miscellaneous brick, mortar, stone, asphalt,

concrete or other debris shall be removed from the project and catch basins and properly disposed. Hand raking of yards will have taken place and all seeding, mulching and erosion control completed. All meter boxes, cleanouts or other structures on the shoulder shall be uncovered and in plain view for the final inspection and shall match the surrounding ground elevation.

- B. The Contractor is instructed to request a final inspection only after the work has been checked by the Contractor or his appointed agent. When the Contractor has a project ready for final inspection, he shall inform the Project Manager in writing and a date will be scheduled for the final inspection. The Project Manager or his representative will meet with the Contractor's representative, and they shall make a thorough inspection of the job. The Contractor shall furnish all labor necessary to open and inspect all manholes, catch basins, and valve boxes.
- C. A list of all deficiencies shall be made by the City within one week of final inspection. The Contractor must correct the deficiencies prior to the acceptance of the project by the City. The Contractor shall complete the punch list within 30 days of receipt unless otherwise approved by the Owner. All defects observed by the Project Manager during the final inspection shall be repaired by the Contractor at his expense.

119 BURNING RESTRICTIONS:

Open burning **will not** be permitted on any portion of the construction limits established under this contract. The clearing, grubbing or demolition debris designated for disposal and generated from this contract **shall not** be burned at locations within the project's limits, off the project's limits or at any waste or borrow sites in this county. The clearing, grubbing and demolition debris shall be disposed of by means other than burning, and in accordance with applicable state or local rules and regulations.

120 SUPPLEMENTARY CONDITIONS TO THE CONTRACT:

"All terms and conditions set forth in any of the Contract Documents that are in conflict with the Supplementary Conditions are hereby repealed to the extent of such conflict".

121 DISPUTE RESOLUTION:

The City of High Point has on file Dispute Resolution and Rules for mediation of disputes in construction contracts. A copy of the Dispute Resolution and Rules is available in the Purchasing Division located in Room Number 215 of the Municipal Office Building, 211 South Hamilton Street, High Point, North Carolina. These rules apply for disputes of fifteen thousand dollars (\$15,000.00) or more and shall govern if a dispute should occur during the course of this contract.

122 DISPOSAL OF MATERIAL AT THE CITY LANDFILL:

Contractor's attention is directed to the fact that there is a charge for disposal of materials at the City Sanitary Landfill. If the Contractor intends to dispose of any materials at the landfill he is advised to contact the Landfill Division of the Public Services Department at (336) 883-3433 for information concerning disposal charges.

123 M/WBE PROGRAM DOCUMENTATION DUE AT BID OPENING:

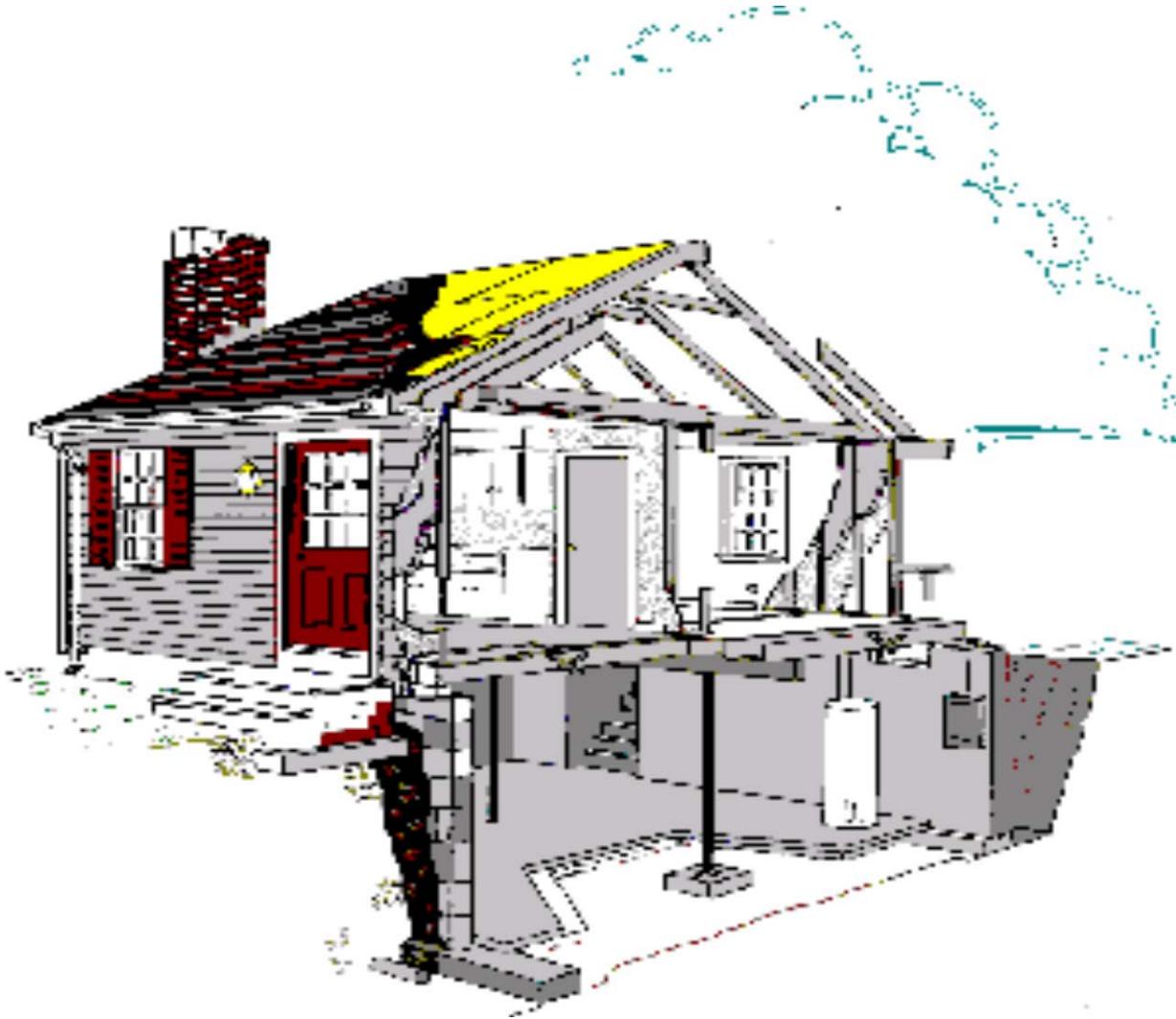
For M/WBE questions, contact Purchasing Division at 336-883-3220. Only approved M/WBE contractors from the NC Statewide Uniform Certification list may be used for this contract. For locating and contacting applicable M/WBE's for this contract, please use the following website: <http://www.ips.state.nc.us/ips/vendor/searchvendor.aspx?t=h>.

124 PAYMENT:

The City will make a monthly payment to the Contractor for all completed and accepted work within 30 days of receipt of an approved estimate from the Contractor. The original delivery tickets shall be submitted with the monthly payment request.

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I



OWNER

PROPERTY OWNER: Douglas

PROPERTY ADDRESS: 612 Wise Ave

TENANTS NAME: N/A

OWNER'S HOME PHONE #:

OWNER'S WORK PHONE #:

CASE # 15-612 Wise Ave

ORIGINAL DATE ENTERED: 04-27-2015

REVISION DATE & NUMBER: REV01

OWNER'S CONCERNS:

CONTRACTOR'S BID QUALIFICATIONS:

All work is to meet Local, State & Federal Building Codes/Ordinances.

All work is to meet 40 CFR Part 745 Lead Subpart E

All Renovation and Repair work shall be performed in accordance with OSHA Standard 1926.62 "Lead in Construction"

All work is to be done in a workmanship like manner to Industry Standards.

All work to comply with Manufacturer Methods & Materials.

All measurements & dimensions are approximate. Contractor shall conduct takeoff for bid purposes.

JOB START-UP REQUIREMENTS

- AN OCCUPANT PROTECTION PLAN (PER APPLICABLE SCOPE OF WORK)
- ALL APPLICABLE STATE AND LOCAL PERMITS
- ALL REQUIRED INSURANCE AND/OR BONDS
- ALL CONTRACTOR AND WORKER CERTIFICATIONS PER THE ATTACHED WORK SPECIFICATIONS
- PROVIDE APPROVED PORT-A-JOHN WITH WEEKLY MAINTENANCE AT JOB SITE
- PROVIDE CONSTRUCTION SCHEDULE (PRIOR APPROVAL BY THE PROJECT MANAGER IS REQUIRED FOR APPROVAL)

URP

FLOOR RECONSTRUCTION & VINYL

CODE

The contractor shall provide adequate support to the house, protect the walls and floors from undo damage and provide a safe work area during demolition and construction. Remove all the deteriorated portion of the existing floor in the general and in the closely adjacent locations specified. Jack the remaining flooring and walls to a level position. Remove all unsound and unsuitable flooring props, footings, piers, foundation walls and curtain walls in the general and in the closely adjacent locations specified. Reconstruct the floor system to correct damage. Install new or repair existing piers to correct all joist and girder overspan conditions. Install pressure treated yellow pine framing and galvanized steel hangers. Shim the piers or jack the posts to level the floor system and to remove floor sag. Install 5/8" CD standard T & G exterior grade plywood subflooring and screw down 3/8" CD standard exterior grade plywood underlayment or combined 3/4" CD standard T & G exterior grade plywood subflooring/underlayment. Set nails below surface. Fill nail holes and seams, sand and prepare for finish flooring. Install vinyl sheet floor covering over clean and level floor. Install shoe moulding around the perimeter of floor and finish to match. Floor covering shall include the inside of any closets that can be accessed from the room. Submit vinyl samples for approval by the CD Inspector. Vinyl pattern and paint color to be selected by the owner from samples furnished by the contractor. All construction shall conform to the NC Building Code and Community Development Standard Drawings #3-F-1, #3-S-1. RE: PM Specs 3.00

LOCATION: Kitchen

COST: _____

KITCHEN CABINETS & COUNTER TOPS

REHAB

Install base and wall cabinets closely matching the existing layout. Counter top shall prefabricated high pressure laminate. Cabinet and counter top selection to be made by the owner from samples furnished the contractor. RE: PM Specs 18.00

LOCATION: Kitchen

COST: _____

SHEETROCK

Remove any badly damaged or deteriorated plaster or sheetrock material in the work area. Patch or install 1/2" gypsum board over the walls with coated nails. Install sheetrock with gun applied wallboard adhesive and double nail. Tape, apply joint compound, let dry, sand and prepare for painting.

LOCATION: Kitchen

COST: _____

PAINT

In accordance with (HUD) LBP Guidelines and OSHA Standards, remove any badly damaged or deteriorated materials and replace. Wet Scrape any loose, flaking, or peeling paint. Stabilize all painted surfaces with primer and two coats exterior latex.

LOCATION: Kitchen

COST: _____

VINYL SIDING

In accordance with CD standards remove any rotted, deteriorated or badly warped siding and replace with like thickness. In accordance with (HUD) LBP protocols install "Tyvek" or equivalent air barrier in accordance with HUD LBP protocols. Caulk all edges and joints of the barrier and fasten per guidelines and IRC Building Code. Properly label surface of old siding with waterproof ink in accordance with (HUD) LBP protocols. Install 1/4" fanfold insulating material. Install .044 or better vinyl siding (either double 5" clapboard or dutchlap). Color and style selection to be made by the owner from samples furnished by the contractor.

Craft	Quantity/Units
(Side A) Remove the attic window. Remove siding and save the siding for reinstallation. Install "Tyvek" or equivalent air barrier	210 Sqft
(Side A) Frame up the opening and install OSB substrate to cover and level the siding. Install fanfold insulating panels and new siding (Cedar Shake Style)	210 Sqft
(Side D) Remove siding as necessary to expose band and sill. Remove exterior drain waste and vent lines. Install OSB substrate to level and install vinyl panels. Remove siding as necessary to produce a uniform and level surface and ensure work is fastened properly.	416 Sqft
Subtotal	

LOCATION: A and D

COST: _____

PLUMBING

REHAB

Remove and REINSTALL the kitchen sink. Replace plumbing supplies (if necessary). Replace drains, trap, waste and vent (Studor) lines.

LOCATION: Kitchen

COST: _____

REPLACE DOOR

In accordance with (HUD) LBP protocols, remove exterior doors including jambs and trim. Fill all voids with insulating foam and a continuous 6 mil polyethylene vapor retarder between framing and casing. Install 1-3/4" thick, insulated steel exterior door, frame and casing. The door shall be hung on three 4" brass plated butt hinges and install a pick resistant entrance type lockset. Install a single cylinder deadbolt. Install a brass plated door stop on the baseboard. Install vinyl beaded weather stripping and an aluminum threshold with vinyl insert. Install a peephole.

LOCATION: Side A Front Door

COST:_____

TOTAL _____

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I: WORK WRITE-UP

WWU-15.DOC DATE ENTERED:04/27/2015

PROPERTY OWNER: Douglas

PROPERTY ADDRESS: 612 Wise Ave -15% ESTIMATE +15

OWNER'S HOME PHONE #: 336.

OWNER'S WORK PHONE #:

TENANTS NAME (If Applicable):

AN IMPORTANT NOTE TO BIDDING CONTRACTORS:

Submit your bids on this form. You must bid each line item separately. Bid to this work write-up, the Community Development Performance Manual and the NC State Building Code. Make no substitutions to this write-up. When presenting this signed bid, the Contractor asserts that they have visited the work site, are aware of the work site conditions and have submitted their bid accordingly. The contractor assumes the responsibility for repair or replacement of all damage or destruction to the owner's property or possessions to the owner's satisfaction. The repair or replacement of unauthorized demolition of property adjacent to the immediate work area shall be at the expense of the contractor. If there are site conditions which affect your bid, qualify your bid on the second page of this write-up. Contractors are responsible for providing all new materials, new equipment and trained labor. Contractors are responsible for obtaining permits and arranging for all NC State Building Code and Community Development inspections. The quality of workmanship shall be judged to construction industry standards by the Project Manager. The City of High Point retains the right to remove any write-up line item from this contract. The Community Development & Housing Department reserves the right to qualify any and all bids prior to commencement of construction activities. The Community Development & Housing Department further reserves the right to reject any bid if the Contractor fails to satisfactorily qualify his or her bid.

The Contractor is allowed _____ calendar days for the total completion of this contract unless specifically stated in other written agreement with the Owner.

ACCEPTANCE AND REJECTION: The City of High Point reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

AWARD OF CONTRACT: As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsive and responsible bid most advantageous to the City of High Point as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by the City to be pertinent or peculiar to the purchase in question. Unless otherwise specified by the City or the bidder, the City reserves the right to accept any items or groups of items on a multi-item bid.

CONTRACTORS BID::

CONTRACTING FIRM:_____

I. TOTAL BID PRICE: \$ _____ THIS BID IS FIRM FOR _____ DAYS.

Is this Contractor's bid subject to exceptions listed on page 2 of this write-up? Circle One: YES or NO

II. ADDITIONAL WORK:

Should additional work be needed, the City of High Point shall solicit time and material bids. All additional work shall be authorized only by means of written and approved Change Order. The cost of materials shall be paid at cost plus 20% of cost when submitted with an approved paid receipt. List your labor rates below.

SKILLED LABOR RATE: \$ _____ per man hour STANDARD LABOR RATE: \$ _____ per man hour.

CREW COMPOSITION SHALL BE RESTRICTED TO THOSE PERSONNEL REQUIRED BY THE CONSTRUCTION ACTIVITY AND PRE-APPROVED BY THE PROJECT MANAGER.

BY CONTRACTOR/AGENT _____ DATE: _____

OWNERS' ACCEPTANCE OF CONTRACTOR'S BID :

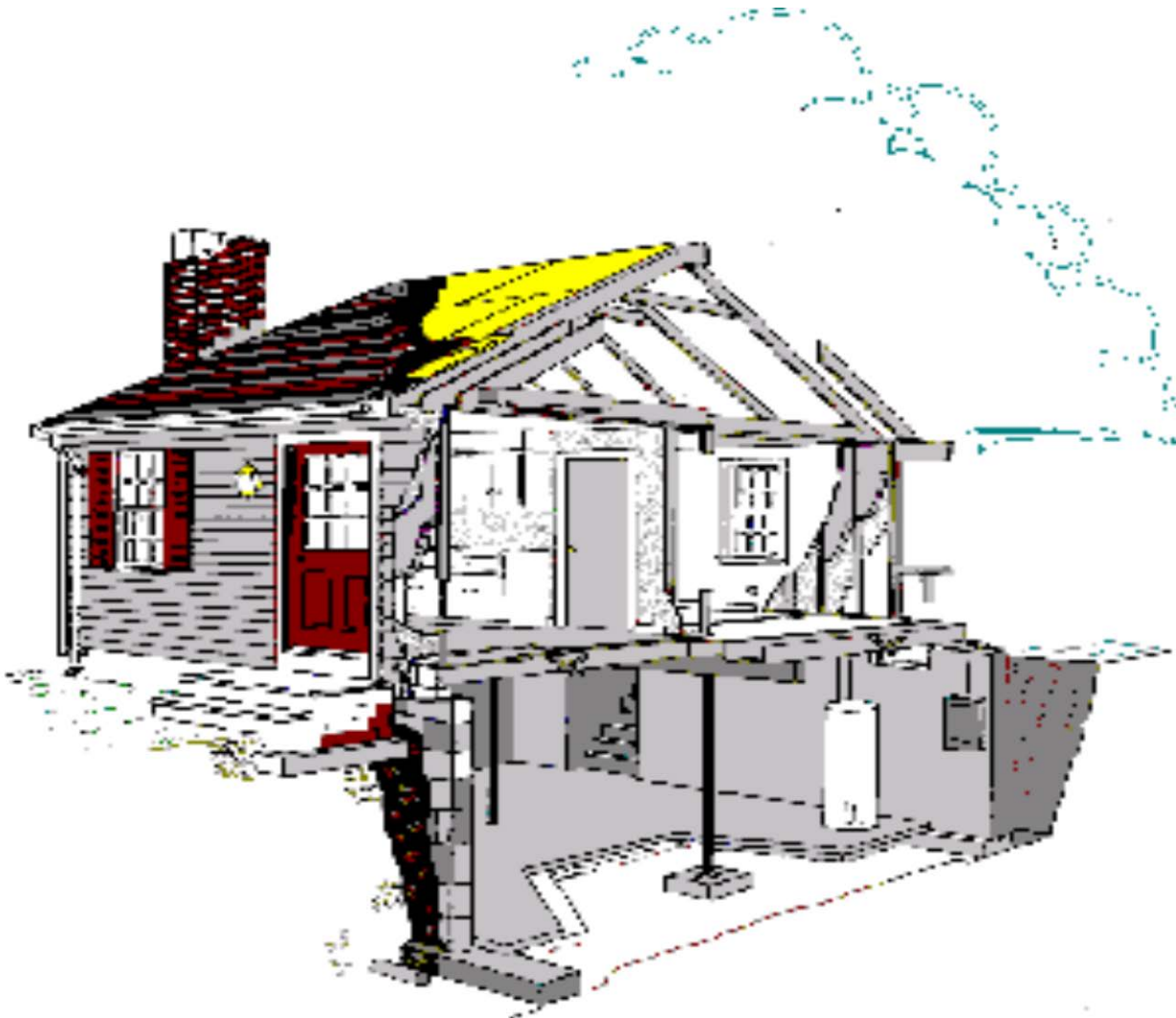
NAME OF OWNER: _____ DATE: _____

NAME OF OWNER: _____ DATE: _____

WITNESS: _____ DATE: _____

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I



OWNER

PROPERTY OWNER: Prosser

PROPERTY ADDRESS: 507 Blair Ave

TENANTS NAME: N/A

OWNER'S HOME PHONE #:

OWNER'S WORK PHONE #:

CASE # 15-507 Blair Ave

ORIGINAL DATE ENTERED: 05-04-2015

REVISION DATE & NUMBER: REV01

OWNER'S CONCERNS:

All work is to be done in a workmanship like manner to Industry Standards.

All work to comply with Manufacturer Methods & Materials.

All measurements & dimensions are approximate. Contractor shall conduct takeoff for bid purposes.

CONTRACTOR'S BID QUALIFICATIONS:

JOB START-UP REQUIREMENTS

- AN OCCUPANT PROTECTION PLAN (PER APPLICABLE SCOPE OF WORK)
- ALL APPLICABLE STATE AND LOCAL PERMITS
- ALL REQUIRED INSURANCE AND/OR BONDS
- ALL CONTRACTOR AND WORKER CERTIFICATIONS PER THE ATTACHED WORK SPECIFICATIONS
- PROVIDE APPROVED PORT-A-JOHN WITH WEEKLY MAINTENANCE AT JOB SITE
- PROVIDE CONSTRUCTION SCHEDULE (PRIOR APPROVAL BY THE PROJECT MANAGER IS REQUIRED FOR APPROVAL)

WOOD PORCH REPAIR

REHAB

Remove damaged and deteriorated porch components as needed. Install new material as needed to the existing porch or deck to provide proper safety and accessibility.

COST: _____

SHEETROCK

Remove any badly damaged or deteriorated wall and ceiling material. Patch or install 1/2" gypsum board over the walls and ceilings with coated nails. Install sheetrock with gun applied wallboard adhesive and double nail. Tape, apply joint compound, let dry, sand and prepare for painting. Install NEW or wrap or paint new ceiling bed mouldings as necessary to complete the work. All joints, top and bottom edges as well as all butted ends shall be set in a twenty year clear silicone caulk.

LOCATION: Bathroom

COST: _____

PAINT

In accordance with (HUD) LBP Guidelines and OSHA Standards, remove any badly damaged or deteriorated materials and replace. Wet Scrape any loose, flaking, or peeling paint. Stabilize all painted surfaces with primer and two coats exterior latex.

LOCATION: Bathroom

COST: _____

REPAIR WINDOW

CODE

Remove and repair the existing window, trim and frame on both the interior and exterior. Restore or replace with new missing or damaged hardware, screens, and glass.

LOCATION: Rear

COST: _____

TOILET REPAIR

REHAB

Remove old components and install new siphon valve, flapper, handle etc. to ensure that the toilet functions as intended.

LOCATION:

COST: _____

TOTAL:_____

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I: WORK WRITE-UP

WWU-15.DOC DATE ENTERED:05/04/2015

PROPERTY OWNER: Prosser

PROPERTY ADDRESS: **507 Blair Ave**

-15%

ESTIMATE

+15

OWNER'S HOME PHONE #: 336.

OWNER'S WORK PHONE #:

TENANTS NAME (If Applicable):

AN IMPORTANT NOTE TO BIDDING CONTRACTORS:

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The Contractor is allowed _____ calendar days for the total completion of this contract unless specifically stated in other written agreement with the Owner.

ACCEPTANCE AND REJECTION: The City of High Point reserves the right to reject any and all bids, to waive any informality in bids, and unless otherwise specified by the bidder, to accept any item in the bid. If either a unit price or extended price is obviously in error or the other is obviously correct, the incorrect price will be disregarded.

AWARD OF CONTRACT: As directed by statute, qualified bids will be evaluated and acceptance made of the lowest responsive and responsible bid most advantageous to the City of High Point as determined upon consideration of such factors as: prices offered; the quality of the articles offered; the general reputation and performance capabilities of the bidders; the substantial conformity with the specifications and other conditions set forth in the bid; the suitability of the articles for the intended use; the related services needed; the date or dates of delivery and performance; and such other factors deemed by the City to be pertinent or peculiar to the purchase in question. Unless otherwise specified by the City or the bidder, the City reserves the right to accept any items or groups of items on a multi-item bid.

CONTRACTORS BID::

CONTRACTING FIRM: _____

I. TOTAL BID PRICE: \$ _____ THIS BID IS FIRM FOR _____ DAYS.

Is this Contractor's bid subject to exceptions listed on page 2 of this write-up? Circle One: YES or NO

II. ADDITIONAL WORK:

Should additional work be needed, the City of High Point shall solicit time and material bids. All additional work shall be authorized only by means of written and approved Change Order. The cost of materials shall be paid at cost plus 20% of cost when submitted with an approved paid receipt. List your labor rates below.

SKILLED LABOR RATE: \$ _____ per man hour STANDARD LABOR RATE: \$ _____ per man hour.

CREW COMPOSITION SHALL BE RESTRICTED TO THOSE PERSONNEL REQUIRED BY THE CONSTRUCTION ACTIVITY AND PRE-APPROVED BY THE PROJECT MANAGER.

BY CONTRACTOR/AGENT _____ DATE: _____

OWNERS' ACCEPTANCE OF CONTRACTOR'S BID :

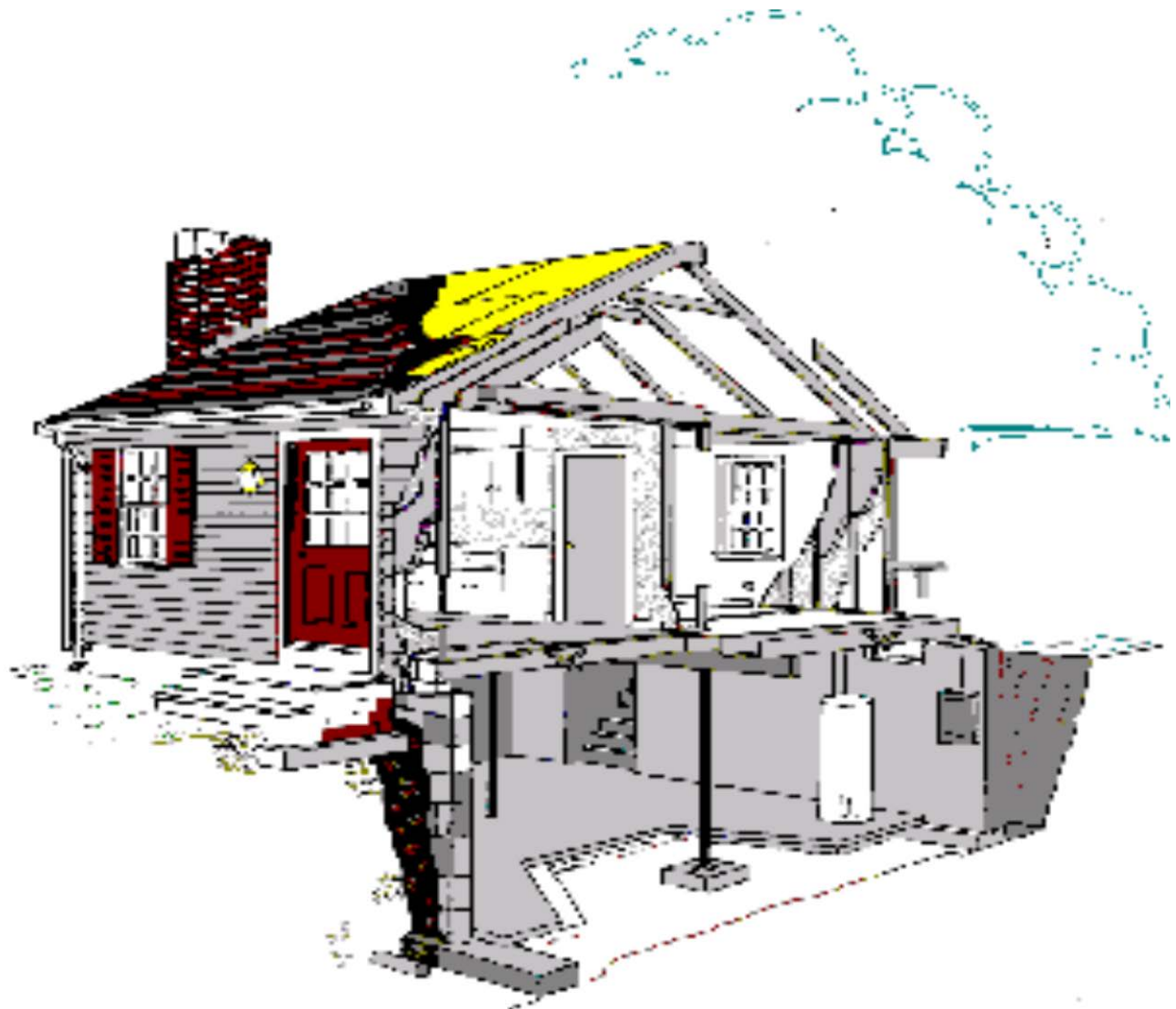
NAME OF OWNER: _____ DATE: _____

NAME OF OWNER: _____ DATE: _____

WITNESS: _____ DATE: _____

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I



OWNER'S CONCERNS:

CONTRACTOR'S BID QUALIFICATIONS:

INSPECT AND REPAIR PLUMBING SYSTEM REHAB

1. Replace plumbing system drain, waste and vent lines to the kitchen sink.
2. Determine if drain lines servicing the kitchen sink and washing machine drain are functioning as intended (There is water moving around and underneath the concrete slab at the rear of the utility room).
3. Remove and replace any broken lines.
4. Inspect the tub, shower valve and associated plumbing lines. Replace tub/shower valve and correct leaks.

LOCATION:

QUANTITY:

SIZE:

COST: _____

PATCH/SHEETROCK WALLS

REHAB

Install 1/2" gypsum board over damaged walls as needed. Shim gypsum board to maintain a level surface. Install with gun applied wallboard adhesive and double nail. Tape, apply joint compound, let dry, sand and prepare for painting. Paint over repairs to match closely or install access panels as needed to complete work. RE: PM Specs 18.00

LOCATION: Tub access

COST: _____

CARPET

REHAB

Remove parquet flooring once leaks are corrected. Allow floor to dry and install carpet and padding. Install carpet edge trim. Submit samples for approval by the CD Inspector. Pattern and color to be selected by the owner. RE: PM Specs 18.00

LOCATION:

COST: _____

TOTAL _____

CITY OF HIGH POINT HOUSING REHABILITATION PROGRAM

SCHEDULE I: WORK WRITE-UP

WWU-15.DOC

PROPERTY OWNER: Watkins

PROPERTY ADDRESS: 519 Pendleton St

TENANTS NAME:

OWNER'S HOME PHONE #:

CASE #15- 519 Pendleton St

ORIGINAL DATE ENTERED: 4/24/15

REVISION DATE & NUMBER: REV 01

OWNER'S WORK PHONE #:

-15% Estimate +15%

AN IMPORTANT NOTE TO BIDDING CONTRACTORS:

Submit your bids on this form. You must bid each line item separately. Bid to this work write-up, the Community Development Performance Manual and the NC State Building Code. Make no substitutions to this write-up. When presenting this signed bid, the Contractor asserts that they have visited the work site, are aware of the work site conditions and have submitted their bid accordingly. The contractor assumes the responsibility for repair or replacement of all damage or destruction to the owner's property or possessions to the owner's satisfaction. The repair or replacement of unauthorized demolition of property adjacent to the immediate work area shall be at the expense of the contractor. If there are site conditions which affect your bid, qualify your bid on the second page of this write-up. Contractors are responsible for providing all new materials, new equipment and trained labor. Contractors are responsible for obtaining permits and arranging for all NC State Building Code and Community Development inspections. The quality of workmanship shall be judged to construction industry standards by the CD Inspector. The City of High Point retains the right to remove any write-up line item from this contract.

The Contractor is allowed _____ calendar days for the total completion of this contract unless specifically stated in other written agreement with the Owner

CONTRACTORS BID::

CONTRACTING FIRM: _____

I. TOTAL BID PRICE: \$ _____ THIS BID IS FIRM FOR _____ DAYS.

Is this Contractor's bid subject to exceptions listed on page 2 of this write-up? Circle One: YES or NO

II. ADDITIONAL WORK:

Should additional work be needed, the City of High Point shall solicit time and material bids. All additional work shall be authorized only by means of written and approved Change Order. The cost of materials shall be paid at cost plus 10% of cost when submitted with an approved paid receipt. State your labor rates by category.

SKILLED LABOR RATE: \$ _____ per hour STANDARD LABOR RATE: _____ per hour.

BY CONTRACTOR'S AGENT _____ DATE: _____

OWNERS' ACCEPTANCE OF CONTRACTOR'S BID :

NAME OF OWNER: _____ DATE: _____

NAME OF OWNER: _____ DATE: _____

WITNESS: _____ DATE: _____